

MAJOR DUTIES

Serves as the cook in charge of the galley and mess hall and is responsible for the preparation and serving of meals for the crew in accordance with standard operating procedures. Personally participates in and supervises and/or directs a crew of cooks and mess attendants in cooking, preparing, and serving meals including meats, fish, soups, poultry, vegetables, fruits, salads, breads, cakes, and desserts; and storage of commodities. Supervises subordinates in cleaning the galley, dining area, and crew quarters.

1. Plans and prepares three well-balanced and appetizing meals daily. Prepares and cooks meats, vegetables, soups, and desserts. Bakes pies, cakes, rolls, and bread. Cuts meats and poultry into required daily rations. Supervises and/or directs mess attendants in serving meals, washing dishes and keeping galley and mess hall clean. Supervisors and/or directs a lower-grade cook in the preparation of the simpler foods.
2. Follows up on delays in equipment repairs and decides whether malfunctioning equipment can be repaired. Reports major breakdowns and non-routine delays to supervisor for action to prevent spoilage of food or delay in the preparation of meals. Makes progressive and final inspection of completed work for compliance with instructions, established work practices, and quality. Inspects the galley, mess hall, refrigerators, and storage areas to ensure they are maintained in a sanitary and orderly condition and that all dishes and utensils are washed and the galley and mess equipment is maintained in good operating condition. Oversees the storage of foodstuffs to prevent spoilage or waste.
3. Issues safety equipment and ensures its proper use and enforces safety rules. Makes inventories of subsistence supplies available, determines subsistence needs periodically and informs the Master who arranges for requisitioning.

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Incumbent is required to possess a U.S. Coast Guard Document with endorsement for Food Handler. Must possess the ability to plan menus that are dietetically proper and select menus which encompass some special requirements; e.g., diabetic; low salt; low cholesterol. Must have the skills and experience to plan for and prepare a wide variety of food for 9-30 persons. Applies the skill and knowledge to operate and maintain all galley equipment.

RESPONSIBILITY

Works under the very general supervision of the Master. The planning and preparation of meals is left almost entirely to the discretion of the incumbent, subject only to special requests from the

Master. The only limitations are that the food be appetizing and nourishing and that the subsistence allowance is not exceeded. Guides include written and oral instructions, specific time requirements, and established methods and procedures. Work is subject to spot check during performance and upon completion for conformance to instructions, prescribed procedures, and the meeting of quality and quantity standards as prescribed.

WORKING CONDITIONS

Work is performed primarily in the galley where there is constant exposure to above-average temperatures. Subject to cuts when working with power equipment or to burns when working near the range. Subject to falls when food is spilled on deck and when the vessel is in rough water.

PHYSICAL EFFORT

Incumbent is required to exert moderate to heavy physical effort storing and handling galley supplies and materials.

**COOK
XH-7404-03
EVALUATION STATEMENT**

1. REFERENCES:

- a. OPM, JGS, Cook Series, February 1992
- b. U.S. Army Ladder Diagram, 1953

2. SERIES AND TITLE DETERMINATION:

Subject position serves as the cook aboard a towboat or tugboat that operates three shifts a day. Position is involved in the preparation of regular or special diet foods and meals. This includes cooking meats, poultry, fish, shellfish, and vegetables and making soups, gravies, sauces, desserts, and other foods. The incumbent uses standardized recipes and menus and personal knowledge and experience to measure, assemble, and mix ingredients; regulate cooking temperatures; and add seasoning to foods. This meets the Cook Series, WG-7404 series definition. Position is titled Cook.

3. GRADE DETERMINATION:

This position is the lowest graded cook position in the Ladder Diagram. Position does not meet the Cook-Steward, XH-7404-04, as it is not responsible for preparing and serving meals to a crew of approximately 40-60 persons. Rather, the crew served ranges from approximately 9-30 persons.

4. FINAL DETERMINATION: Cook XH-7404-03